



# NSSC Travel

[www.nssc.nasa.gov/travel](http://www.nssc.nasa.gov/travel)

## NSSC Travel Newsletter

From the Customer Relationship Management Team



NSSC Travel Team

### Welcome

The NSSC Travel Office provides travel reimbursement services for all authorized Agency travel including: domestic, foreign, local, Extended Temporary Duty (ETDY), and Change of Station (COS).

### Extended TDY ETTRA (formerly ITRA)

Per the Federal Travel Regulation (FTR) 301-11.605, extended TDY travelers should file a "statement of income and tax filing status" form for your taxable extended TDY assignment at the beginning of your extended TDY assignment, or as soon as you or your Agency realizes that your TDY assignment will incur taxes. A Copy of this form can be located on the NSSC webpage.

### What is a taxable extended TDY assignment?

A taxable extended TDY assignment is when your assignment exceeds 1 year at the same location. Under the Internal Revenue Commission (IRC) the employee is no longer considered tempo-

rarily away from home as of the date that you and/or your Agency recognize that your assignment will exceed 1 year. See FTR 301-11.601

**NOTE:** Before starting ETDY the traveler should check the State Tax laws for their ETDY location. Some states may consider the traveler a permanent resident after working there for a certain timeframe. If the traveler brings their Privately Owned Vehicle (POV) to the ETDY location, that State may require the traveler to register the POV in that State.

### What allowances are covered by the reduced per diem rate?

NASA will authorize the traveler a per diem rate that provides:

- A. an efficiency or one bedroom furnished apartment or, if not available:

An unfurnished efficiency or one bedroom apartment plus the rental of appropriate and necessary furniture. Note: There is no authority for NASA to pay per diem expenses for any family members who are not NASA employees on an extended TDY assignment NASA Interim Directive (NID) 301-11.213.

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### Resources

#### Contact and Information:

NASA Shared Services Center  
Attn: NSSC Travel Office  
Building 1111, Jerry Hlass Road  
Stennis Space Center, MS 39529

NSSC Customer Contact Center  
Phone: 877-677-2123  
Email: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)  
Web: <https://www.nssc.nasa.gov>

For concerns or suggestions regarding NSSC Travel Newsletter:  
**Call:** 1-877-677-2123 Or **email:** [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) Attn: NSSC Travel Office

NSSC Travel Website:  
<https://www.nssc.nasa.gov/travel>

Concur Login:  
<https://cge.concursolutions.com/portal.asp>

#### Did you know?

1. You are required to use the Government contractor issued charge card for all official travel expenses, unless you have an exemption FTR 301-51.1
2. Travel vouchers must be submitted within 5 working days after completion of trip (FTR 301-52.7)
3. Incidental expenses—fees and tips given to porters, baggage carriers, hotel staff, etc. (FTR 301-11.18)
4. Your TDY location determines your per diem rate (FTR 301.11.7)

Click [here](http://www.gsa.gov/portal/category/21222) to access General Services Administration's Federal Travel Regulations or type: <http://www.gsa.gov/portal/category/21222>

**Disclosure: NASA Travelers must comply with Agency guidance and policy**